

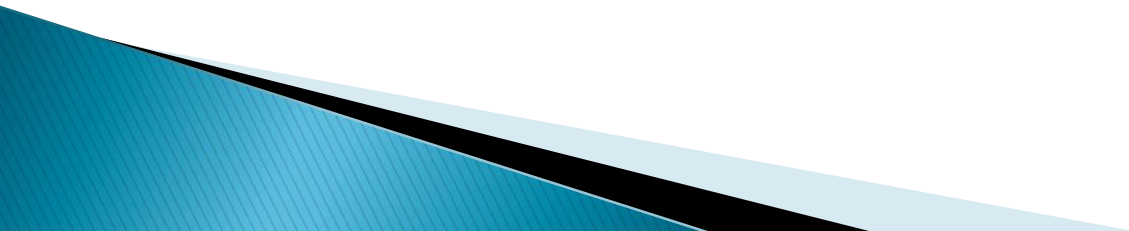


# Disaster Planning

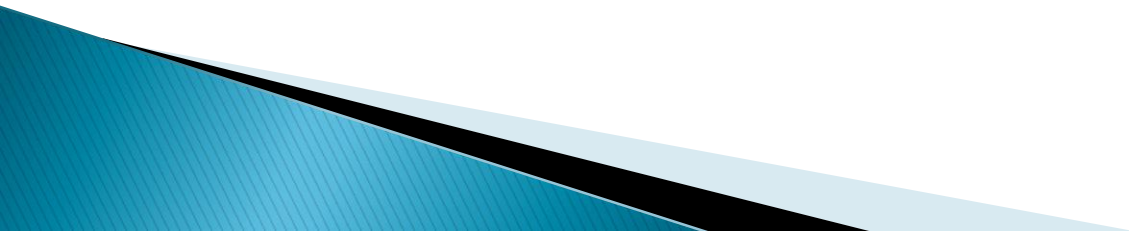
Becky Ryder

# Planning Team

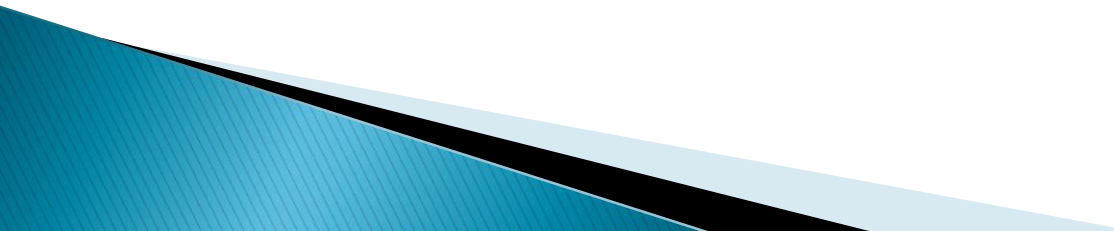
# Educate Your Team



# Survey for Risks



# Basic Components of a Plan

- ▶ Notification
  - ▶ Basic How-To
  - ▶ Basic Maps
  - ▶ Priorities for Salvage
  - ▶ Resources
  - ▶ Responsibilities
- 

Keep it Simple

**Do Not Re-Invent  
the Wheel**

# Notification

- ▶ Phone Trees

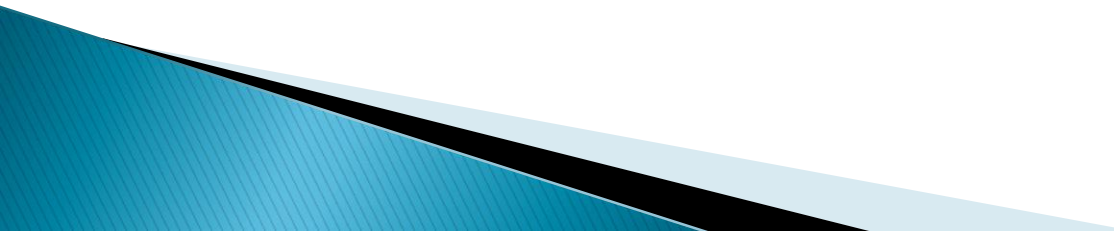
- ▶ PReP



# Education Library Notification Plan

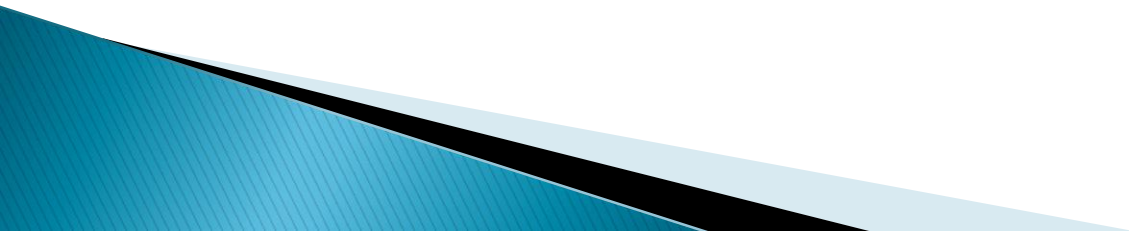
|        |  |  |                |
|--------|--|--|----------------|
| Step 1 | Campus<br>Emergency*   | 911<br>Or<br>UKPD (#8573) from<br>cell phone                               | When<br>needed |
| Step 2 | Notify<br>Building<br>Personnel  | UK Physical Plant<br>257-2803**<br>Building<br>Maintenance<br>257-4444     | 24<br>hours    |
| Step 3 | Immediate<br>Supervisors<br><b>Call in order<br/>until you<br/>reach<br/>someone</b> | Person #1<br>Phone #1<br>Phone #2<br><br>Person #2<br>Phone #1<br>Phone #2 | 24<br>hours    |
| Step 4 | Preservation<br>Dept   | Becky<br>Phone #1<br>Phone #2<br><br>Kazuko<br>Phone #1<br>Phone #2        | 24<br>hours    |

# Know What Happens When You Call

- ▶ \* Campus Emergency: 911 is the emergency dispatch number. This number also goes to the campus police, if you call from any campus phones. They will send the fire marshal, police, and/or university physical plant personnel, depending on the problem.
  - ▶ \*\* UK Physical Plant will dispatch the custodial service staff for 24 hours a day.
- 

# Practice!!

# Salvage Priorities




10 minutes or  
10 things

# Supplies



# Most Useful

- ▶ Roll plastic
  - ▶ Cut plastic
  - ▶ Fans
  - ▶ Extension cords
  - ▶ Towels
  - ▶ String or clothesline
  - ▶ Clothespins
  - ▶ Plastic bags
  - ▶ Dehumidifier
  - ▶ Camera for documentation
- 

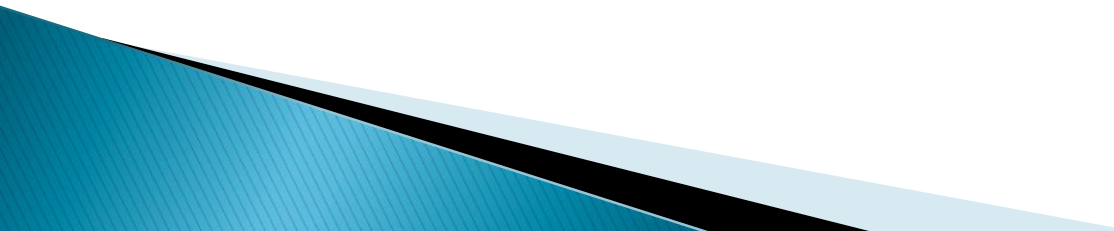


# Practice





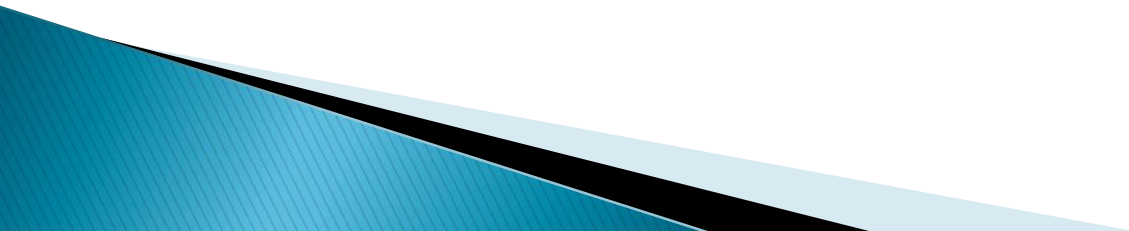
# Basic Salvage Techniques

- ▶ Water damaged materials
  - ▶ Packing out
  - ▶ Freezing
- 

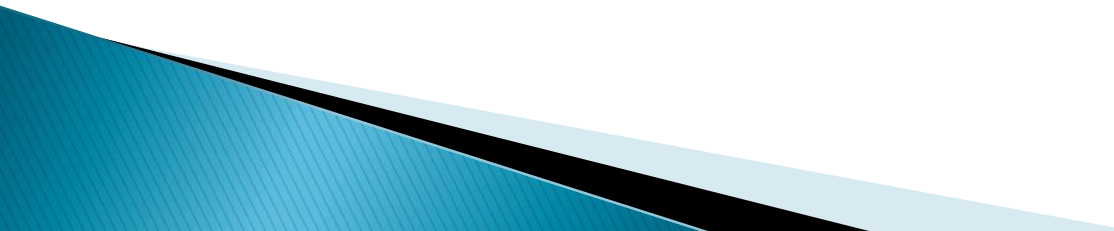
# Practice



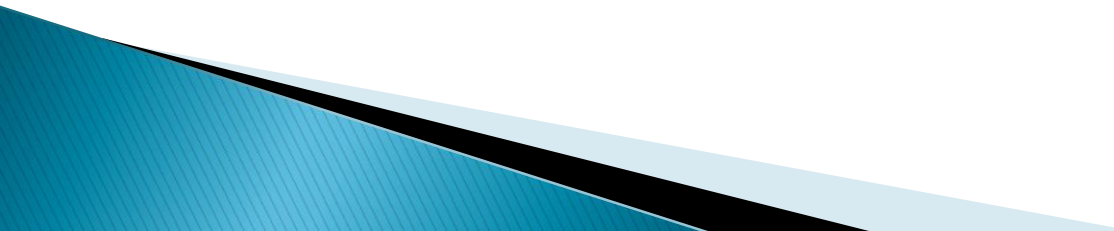
# Who is Responsible for What?



# Ongoing Maintenance

- ▶ Annual repair and update
  - ▶ Restock supplies
  - ▶ Training
  - ▶ Evaluate after disasters
- 

# Training

- ▶ Workshops
  - ▶ Hands on practice
  - ▶ Site surveys
  - ▶ Fire extinguisher training
  - ▶ Fire Marshall
  - ▶ Fire Department
  - ▶ Local FEMA
  - ▶ Vendors
- 



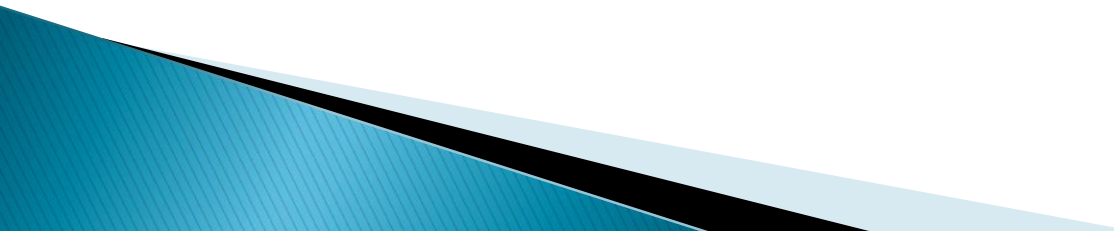
# Smoke Tent



# Fire Extinguisher Training



# TIPS

- ▶ Keep it simple
  - ▶ Write the plan for likely events
  - ▶ Write for the “lowest common denominator”
  - ▶ Keep the plan in logical places
  - ▶ Master plan & department plans
- 





About NEDCC

Services

Education

Resources

Disaster Assistance

Ask NEDCC

Funding

Contact

Click to view Preservation Leaflets

DONATE to NEDCC's Preservation Fund

"We readily turn to NEDCC for conservation treatment because of the consistent excellence of your work."

Deborah Leff  
Former Director

John F. Kennedy Presidential Library & Museum



# NORTHEAST DOCUMENT CONSERVATION CENTER

Enter search word/phrase

[Search](#)

## ABOUT NEDCC

### ► INTRODUCTION

NEDCC's strengths are the outstanding credentials of its conservation and preservation staff, the Center's wide range of services, and the willingness of its staff to advise clients about their specific needs and requirements. NEDCC treats many highly significant paper and photographic objects and continues to be the premiere center for the most difficult conservation challenges.

NEDCC's mission is to improve the conservation efforts of libraries, archives, historical organizations, museums, and other repositories; to provide the highest quality services to institutions without in-house conservation facilities or those that seek specialized expertise; and to provide leadership in the preservation and conservation fields.



NEDCC's conferences have had a growing national and international impact since the inception of its landmark School for Scanning conference in 1995. Through School for Scanning's updated version, Digital Directions, the more advanced Persistence of Memory conference, and now the new Tectonics of Digital Curation Symposium, the Center has become identified as a leader in training on the creation and management of sustainable digital collections. NEDCC's conference offerings will continue to evolve to keep pace with the rapidly changing standards and practices in the field of digitization.

[About NEDCC](#)[Services](#)[Education](#)[Resources](#)[Disaster Assistance](#)[Ask NEDCC](#)[Funding](#)[Contact](#)[Click to view Preservation Leaflets](#)[DONATE to NEDCC's Preservation Fund](#)

"NEDCC is the gold standard of preservation, providing libraries with the highest quality of conservation treatment. I frequently recommend NEDCC to colleagues."

Ann Olszewski, Preservation Librarian  
Cleveland Public Library, Cleveland OH



## NORTHEAST DOCUMENT CONSERVATION CENTER

Enter search word/phrase

[Search](#)

### DISASTER ASSISTANCE

#### ► 24/7 EMERGENCY PHONE ASSISTANCE

[24/7 Emergency Phone](#)

[dPlan™](#)

[COSTEP](#)

[Additional Resources](#)

**Disaster Assistance Hotline:**  
**978-470-1010**

**As part of its Preservation Services program, NEDCC offers an emergency assistance program for institutions and individuals with damaged paper-based collections.**

#### **Do You Have a Collections-Threatening Emergency?**

Call day or night, seven days a week. After Center hours, you will be referred to a second telephone number to reach a staff member. Please do NOT request disaster assistance via email, since it is not monitored 24 hours a day.

NEDCC staff members are available 24 hours a day to provide telephone advice when a disaster occurs. This service is provided at no charge thanks to



**Biloxi Public Library - September 2005**  
**Photo: Christine Wiseman - Georgia Archives**





[About dPlan](#)  
[Contact NEDCC](#)

This online disaster-planning template was prepared by the [Northeast Document Conservation Center \(NEDCC\)](#) and the [Massachusetts Board of Library Commissioners \(MBLC\)](#). The development of the template was funded by the [Institute of Museum and Library Services \(IMLS\)](#) and the [National Center for Preservation Technology and Training \(NCPTT\)](#).

## Welcome to dPlan!

### Is your institution ready to deal with a disaster?

Disasters can come in all shapes and sizes, from natural disasters (floods, hurricanes, and earthquakes) to emergencies resulting from an accident (burst water pipe), deferred maintenance (leaking roof), or negligence (fire or mold). An effective response will be determined by how well prepared you are to deal with a disaster.

Disaster planning is an essential component of preserving your institution's collections. With a written disaster plan, libraries, archives, museums, historical societies, and other collection-holding institutions can reduce the risk of disaster and minimize losses. **dPlan** is perfect for small and medium-sized institutions that do not have in-house preservation staff. **dPlan** is also valuable for large library systems or museum campuses that need to develop separate but related plans for multiple buildings, locations, or branches.

**dPlan can help you create a plan for disaster prevention and response.** Enter data into the online template to create a customized disaster plan for your institution. This plan will help you:

- prevent or mitigate disasters,
- prepare for the most likely emergencies,
- respond quickly to minimize damage if disaster strikes, and
- recover effectively from disaster while continuing to provide services to your community.

[Learn More](#)

*Are you ready to proceed?* Choose one of these options:

**[DEMO](#)**

To try dPlan

**[NEW USER](#)**

To register as a new user

Northeast Document... x DPLAN x +


← → ↻ ☆

http://www.dplan.org/loggedin.asp#

▶ ⌵ ⚙

**dPlan™**

The Online Disaster-Planning Tool for Cultural and Civic Institutions



Home

Log Out

Before You Begin FAQ

Plan Management

Check My Progress

View/Print Options

Institutional Information

Prevention

- Assessing Risks
  - Natural
  - Industrial and Environmental
  - Building Systems and Procedures
  - Construction and Renovation
- Preventive Maintenance
- Closing Procedures - Check list
- Closing Staff Schedule
- Opening Procedures - Check list
- Opening Staff Schedule
- Facilities Information

Response and Recovery

Supplies and Services

Scope and Goals

Staff Training

Distribution, Review, and Updating

Welcome to dPlan

Institution: Dplan Demonstration Account

Plan Name: Dplan Demo Disaster Plan System

Contact: Danny Demo

Contact email: [demo@dplan.org](mailto:demo@dplan.org)

Version: You are logged into dPlan in Depth

News: The [Data Collection Forms](#) are now available under Print Options as a PDF file!

If you are a new user, refer to the [Before You Begin](#) and [FAQ](#) section for assistance in getting started.

If you are a returning user, choose a topic on the menu at left or choose one of the following options:

- [Check My Progress](#). Keep a record of which pages have been marked as completed.
- Set your [preferences](#).



[Home](#) [Log Out](#)

[Before You Begin](#) [FAQ](#)

[Plan Management](#)

[Check My Progress](#)

[View/Print Options](#)

[Institutional Information](#)

[Prevention](#)

[Response and Recovery](#)

[Supplies and Services](#)

◦ [Pre-Disaster Communication with Emergency Services](#)

◦ [Emergency Numbers / Services](#)

◦ [Emergency Supplies](#)

▪ [In-House](#)

◦ [External](#)

◦ [Staff Supplies](#)

◦ [Emergency Funds](#)

◦ [Personnel](#)

[Scope and Goals](#)

[Staff Training](#)

[Distribution, Review, and Updating](#)

## Emergency Supplies

☒ I am finished with this page

### In-House

Every institution should keep at least a basic supply and equipment kit on hand to be used in an emergency. The kit should be stored in one or more sealed watertight containers and clearly labeled "Disaster Kit – Do Not Use for Other Purposes" so that materials are not removed mistakenly by staff or others. Indicate the quantity of supplies your institution has on hand and where the supplies are located (also specify how the supplies can be retrieved if they are kept in locked storage).

Person responsible for inventorying supplies/equipment:

▾

Frequency of inventory (four times per year is recommended):

### Basic Disaster Supply Kit

Recommended quantities for handling emergencies involving up to 500 books are provided below as a guideline. These quantities would be multiplied to deal with an emergency involving larger numbers of books.

**\* Note that these are minimum recommendations, and additional supplies may be required depending on the circumstances.**

|                                     | <i>Recommended Quantity:</i> | <i>Quantity:</i>                   | <i>Locations:</i>                                  |
|-------------------------------------|------------------------------|------------------------------------|--|
| Aprons, plastic                     | 1 box (100)                  | <input type="text" value="1 box"/> | <input type="text" value="Second-floor workroom"/> |
| Book trucks, hand carts, or dollies | 2                            | <input type="text" value="2"/>     | <input type="text" value="Second-floor workroom"/> |
| Brooms, and dustpans                | 2                            | <input type="text" value="2"/>     | <input type="text" value="Second-floor workroom"/> |

## CalPreservation.org

*Helping preserve libraries and archives*

### Disaster Assistance

#### About the CPP

#### Services

##### Disaster Assistance

##### Consulting Services

##### Programs & Workshops

#### Information Resources

##### Emergency Preparedness & Response

##### Preservation Education

##### Preservation Management

##### Collections Maintenance

#### Discussion List

The California Preservation Program is available to provide disaster assistance to libraries, archives, historical societies and cultural institutions. Institutions are encouraged to call for assistance as soon as possible. The emergency toll-free number **888-905-7737** will connect you with a disaster response specialist. Phone consultation is provided at no charge. If phone consultation is not sufficient, on-site assistance can be arranged at minimal or no charge.

Another source of assistance can be your local [Regional Disaster Response Network](#). Many of these networks stock supplies and have received training on disaster plans and recovery.

To prepare your library for emergency situations, take the following actions:

- Write or update a disaster plan that includes response for collections
- Make sure all staff know the first steps to take when an emergency arises
- Compile an up-to-date telephone list for staff, including home and cell numbers
- Be prepared to handle the most likely threats, based on the past history of the building and location
- Train staff in-house or by having them attend a disaster preparedness workshop

To become better prepared and to train staff, take advantage of the [Protecting Library Collections: Emergency Preparedness, Response & Recovery](#) workshop offered by the California Preservation Program.

Please direct non-emergency inquiries about disaster assistance and other

Northeast Document... x DPLAN x CalPreservation.org -... x Disaster Plan Template x

← → ↻ ☆

http://www.state.sc.us/scdah/palmcop/template.htm

▶ ⌵ ⌵



# Emergency Procedures Template

See [Guide to Filling out the Emergency Procedures Flip Chart](#) for ideas on how to proceed


[Emergency Procedures Flip Chart Template](#)


[Home](#)

[Contact Us](#)

[FAQ](#)

[Related Links](#)

 emergencytemp....doc ▾

 emergencyguide....doc ▾

 emergencytemp....doc ▾

 [Show all downloads...](#)

